



HAP CHECK NEWS

THE HOUSING AUTHORITY OF THE CITY OF LONG BEACH OWNER NEWSLETTER

DECEMBER 2008

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HACLB Cracking Down on Un-Authorized Building Alterations

In an effort to crack down on un-authorized and possibly un-safe alterations, effective immediately the Housing Authority Bureau will be implementing new inspection procedures on un-authorized alternations.

These alterations include but are not limited to: un-authorized additions; un-authorized use of approved space; un-authorized partitions; un-authorized garage conversions; and un-authorized enclosed patios used as living quarters/spaces.

It is important to note that certain city documents, such as approved city/county permits and/or floor plans, may be requested if an Inspector has a question regarding an un-authorized alteration.

During an initial inspection, an annual inspection or a special inspection, if there is a failed item that relates to an un-authorized alteration, the Housing Authority will notify the landlord/owner of the failed item. If the failed item is not resolved according to the Housing Authority's guidelines, the unit will be abated and the contract for the unit may even be terminated.

In addition, any and all unauthorized alterations will be reported to Code Enforcement, since these alterations could possibly pose a liability to the tenants leasing the unit. The overall goal here is to ensue that all alterations are done according to Code and they are safe.

Please remember, an Inspector's job is to provide notification of a failed item, not to provide advice on how to correct an unauthorized alteration.

If you have any questions regarding the new procedures for un-authorized alterations, please contact Saulo Amezquita, Inspections Coordinator, by phone at 562-570-5301 or send him an email at saulo_amezquita@longbeach.gov.

REMINDERS:

1099 Forms (2008)- The end of another year is almost here and 2009 is just around the corner! This means the Housing Authority will be getting ready to send out 1099 Forms to all owners that have received subsidies for their tenants. If you think the Housing Authority might have your tax identification number or name incorrect, please contact Royce Bell by phone at 562.570.6348 or by email at royce_bell@longbeach.gov. Ms. Bell will be glad to verify that information for you and make corrections as necessary (with proper documentation).

Overpayment Letters- If you have received an Overpayment Letter indicating you owe the Housing Authority money, please make sure the Housing Authority receives your payment by Dec 15, 2008. This way the amount will be deducted from your yearly tax statement and the Internal Revenue Service will not receive erroneous information regarding your rental income for the year 2008.

Parking for Guests- The Housing Authority offers free parking to all guests. The parking lot is located 1 block west of the Housing Authority's office (521 East 4th Street), on the north side of the street. Please do not park in the lot adjacent to the office, because your vehicle may be towed!

Upcoming Holidays

The Housing Authority Bureau will be closed Thursday, Christmas Day, December 25 and will reopen for business on Friday, December 26 at 7:30 am. The Bureau will also be closed on Thursday, New Year's Day, January 1 and will reopen for business on Friday, January 2 at 7:30 am.

On behalf of the Housing Authority Bureau staff, we wish you all a very

***Safe
&
Happy Holiday Season!***

